

Disposal of Personal Property Manual

M 72-91



Washington State Department of Transportation

Disposal of Personal Property Manual

M 72-91
October 2002



Washington State Department of Transportation
Finance and Administration Service Center
Administrative Services Office
Purchasing and Inventory Section



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Foreword

Contained herein are the goals, responsibilities, rules, and operating procedures for management of a personal property disposal system for use within the Washington State Department of Transportation (WSDOT). This manual states how property suitable for disposal action is processed and disposed of efficiently and with optimum financial return. Personal property needing disposal must be identified as such on a timely and accurate basis and then disposed of in accordance with instructions contained herein. WSDOT ethics standards and good business practices require all state property be used for official business only.

Manager, Administrative Services
Finance and Administration Service Center

1:P:DPPM

**OSC PURCHASING AND INVENTORY
MANUAL IMPROVEMENT SUGGESTION FORM**

There are several ways that you, our customer, can assist us in our efforts to continuously improve service to you. If you have recommendations to improve the processes in this manual you may:

1. Photocopy specific pages and make your recommended changes on those pages,
2. E-mail us with any recommended changes, OR
3. Photocopy this form and fill out the appropriate blocks and send to the address indicated below.

**We will respond to your recommendation within 30 days of receiving it in this office.
Thank You.**

| | | |
|--|-----------------|--------------|
| DATE: | | |
| MAIL TO: Juan Tober, P&I Manager PO Box 47415 Olympia, WA 98504-7415 | | |
| PHONE: (360) 570-6711 | | |
| FROM: Name and title: | | |
| PHONE: | | |
| Address: | | |
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| MANUAL: | SECTION: | PAGE: |
| RECOMMENDATION FOR IMPROVEMENT: | | |
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| ACTION TAKEN: | | |
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Section 1 — Disposal of Personal Property Goals

The primary goal of the Washington State Department of Transportation's (WSDOT) disposal program is to provide an effective, efficient system of handling unneeded items. This goal will follow the prerequisites of the laws of the state of Washington as supplemented, under law, by material management policies of the Department of General Administration. Another goal is to obtain the optimal financial return from sales of unneeded inventory items.

It shall be WSDOT's goal that material which fits established criteria as surplus, or is otherwise defined as excess, shall be identified as a candidate for disposal action. This material will then be processed on a timely basis according to procedures contained herein.

Under the provisions of [RCW 43.19.190](#), the Division of Commodity Redistribution of the Department of General Administration, is responsible for the disposal of property that is excess to a state agency's needs. The statute authorizes the Division of Commodity Redistribution to delegate to state agencies authority to dispose of specific types of property, equipment, and supplies, with certain limitations.

WSDOT Executives are responsible for the establishment of internal controls within their respective organizations to assure compliance with applicable statutes, regulations, and procedures.

It is recommended that items not requiring DOT tag numbers (i.e., hand tools, office furniture) can be identified with the letters "WSDOT" using an etching tool, or in some cases, paint.

All surplus pesticides in excess of a two-year supply should be used first. If unable to apply product according to the label or department policy and need proper disposal requirements, contact the Department of Agriculture Waste Pesticide Program at 1-877-301-4555.

For instructions on completing the Property Disposal Request (Form S.F. 267A), please refer to the Surplus Disposal Manual 72-91/Procedures-Section II. The WSDOT approving authority for Form S.F. 267A is the region supply officer who will assist in the disposal process.

The form used to remove the pesticide quantity and value from the Consumable Inventory System is the Supplies Inventory System Voucher (DOT 725-008). The region supply officer, in conjunction with the region financial services office, may assist in the preparation and processing of this form.

For further assistance contact Operations Roadside Maintenance at phone 360.705.7852

Federal excess property remains the property of FHWA who retains title and the equipment is simply “transferred” to WSDOT. This is achieved at no charge to WSDOT. The equipment is required to be used on Interstate Federal highways only. The equipment must be returned to Federal Excess when WSDOT is through with it.

Federal surplus property is “donated” to WSDOT for a small administrative handling fee. When a WSDOT organization acquires an item of federal surplus, the item must be kept by WSDOT for a period of no less than one year and must be used for its intended purpose. Motor vehicles and items with an acquisition cost of \$5,000 or more must be kept for a minimum of 18 months. Aircraft and boats of 50 feet or more must be kept by WSDOT for a minimum of five years.

Federal surplus transfers to another WSDOT organization **prior** to the above stated timelines, the custodian must contact the WSDOT Purchasing and Inventory Manager for approval and to obtain appropriate instructions.

Once these time limits are exceeded for federal surplus, the items can be disposed of following the procedures in the WSDOT *Disposal of Personal Property Manual*, M 72-91 for applicable **state** property.

Personal property excluded from this manual is that which is connected with the acquisition of real property required for highway purposes as authorized by [Chapter 47.12 RCW](#). Examples of this type of personal property are structures, timber, agricultural crops, or other things of value which are attached to the land and the Secretary has deemed best to be severed from the land and sold as personal property. Questions on disposal of this type of property should be directed to the Director of Real Estate Services. The disposal of department owned capital plant property such as maintenance facilities’ heating, air conditioning, etc., is subject to the procedures contained in this manual.

Section 2 — General Responsibilities of Inventory Management

A. Regional Administrators, Assistant Secretaries, Directors

1. Manage, control and safeguard property entrusted under their jurisdiction by the people of the state of Washington.
2. Exercise line responsibility for thorough and successful implementation of the policies and intent contained herein.
3. Maintain and distribute directives, instructional letters, manuals, and procedures for use by all users within their jurisdiction.

B. Assistant Secretary for Finance and Administration

1. Maintain accounting records affecting inventory values, vendor payments, stores payable subsystem, monies received from disposal action, and minor capital nonexpendable property in consonance with the intent of this manual; and to provide data processing support.

C. Manager, Administrative Services

1. Exercise overall staff responsibility for disposal of personal property.
2. Originate, maintain, and distribute necessary procedures to accomplish disposal of personal property.
3. Exercise propriety control of inventory management procedures in accordance with guidelines contained herein.

D. Manager, Purchasing and Inventory Administration

1. Exercise department-wide staff responsibility for the operation of the supplies inventory system, and other programs as discussed herein.
2. Serves as department Inventory Manager.
3. Serves as Sub-Program M5 Manager.
4. Maintain an effective field survey/inspection program to increase procedure standardization, provide training as needed, and increase top management level visibility of department materials management.

The Washington State Department of Transportation (WSDOT) complies with state statutes and the rules and regulations of the Department of General Administration in the disposal of materials, equipment, and supplies in the department's inventory.

When an authority to dispose of WSDOT inventory has been granted, disposal actions must be documented. Documentation must show at least to whom the material was disposed, the value of the item to the department, and the amount received through disposal action, if applicable. Documentation procedures are included herein.

There are many factors which may determine the optimum storage location for items which are pending final disposal action. Proper safeguarding will preclude their wrongful misappropriation during such storage. The storage location of certain items may be even consolidated depending on nature, size, location of market and other factors. Olympia Service Centers' (OSC) Purchasing and Inventory Administration Division will work with disposal action requestors to determine optimum locations.

If material is suitable (i.e., easily moved, small scattered items), it may be segregated from other material, placed on pallets or into disposal bins, and tagged. The tag should denote the intended disposal action. When dealing with large numbers of items, each group's tag should also show the "Agency Authority Number" (from the Property Disposal Request Form, SF 267A).

Personal property including rolling stock being requested to surplus to public agencies including political sub-divisions and school districts do not require payment to WSDOT prior to transfer.

The approval of Division of Commodity Redistribution (DCR) of these sales is required if applicable and as soon as that approval is obtained the Public Agency may pick up the property. Payment for the property will then follow normal channels.

The foregoing does not apply to bid sales or sales to private parties. These individuals must have the release of property receipt from DCR indicating they have paid for the property before it can be released to them.

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Section I — Material and Equipment Disposal Actions

A. Purpose

The procedures outlined in this manual are to be used by all Washington State Department of Transportation (WSDOT) employees when requesting authorization to pursue a property disposal action. Contact Olympia Service Center, Purchasing and Inventory Administration for questions regarding procedures to dispose of material and equipment. The procedures apply to all personal property including, but not limited to, the following areas: rolling stock, maintenance stores, signs, direct exchange of worn parts, minor capital nonexpendable property, stockpiled aggregates, and excavated pit and quarry materials.

B. Reference

1. [RCW 39.33.010](#), “Intergovernmental Disposition of Property.”
2. [RCW 43.19.190](#), “Division of Purchasing Powers and Duties.”
3. [RCW 43.19.1919](#), “Sale, Exchange, of Unneeded Personal Property.”
4. [RCW 47.12](#) Section Two, “Sale of Personal Property.”
5. [RCW 47.08.120](#), “Transportation Equipment Fund.”
6. State Property Disposal Manual, State Property Disposal Office, Department of General Administration.
7. [Executive Order 1026.00, Loss of Public Funds or Property Notification Requirements](#).
8. Property Disposal Request, SF 267A, Chapter 4.

C. Introduction

RCW 43.19.1919 states the Department of General Administration’s Division of Commodity Redistribution (DCR) is responsible for the sale of all surplus state-owned personal property. Therefore, all state agencies are to receive authorization from DCR before disposing of any personal property.

Personal property includes, but not limited to, the following materials and equipment: rolling stock (vehicles), stores items, signs, stockpile material (sand, aggregate), furniture, and computers.

Exception: Disposal of land, structures, timber, agricultural crops, or other things of value attached to the land are to be disposed of by WSDOT Real Estate Services Office.

A Property Disposal Request, SF 267-A, is the form used to request authority to dispose of property. The form has nine types of disposition:

1. Surplus
2. Scrap
3. To be used for parts
4. Trade-in
5. Installed
6. Transfer
7. Does not meet inventory criteria
8. Lost or Stolen
9. Other

Items purchased with different funds cannot be combined on the same form. There can be only one type of disposition per form. One form is to be used for each piece of TEF equipment (vehicles and heavy equipment).

DCR's authorization is required for the first four dispositions: surplus, scrap metal, cannibalization, and trade-in. In these types of dispositions, the item is being removed from the premises.

The other dispositions: installed, transfer, does not meet inventory criteria, lost or stolen, and other are "in house" adjustments and the authorization and approval lies with the agency.

After completing the form, all copies are submitted to the WSDOT approving authority for approval. The approving authority will approve/disapprove, forward to Division of Commodity Redistribution if required. There are approving authorities for various types of material and equipment in different funds. The Property Disposal Request (267-A) is to be submitted to the applicable approving authority listed below:

The Regional Supply Officer is the approving authority for Motor Vehicle Fund (MVF) items in the regions; the Consumable Inventory Manager (Olympia Service Center) is the approving authority for Aviation and Olympia Service Center MVF items; the WSF Materials Management Manager is the approving authority for WSF items; the Equipment Manager is the approving authority for TEF equipment (rolling stock, items in subprogram E1); IT Administration and Financial Center Manager is the approving authority for computer equipment and software (MIS items).

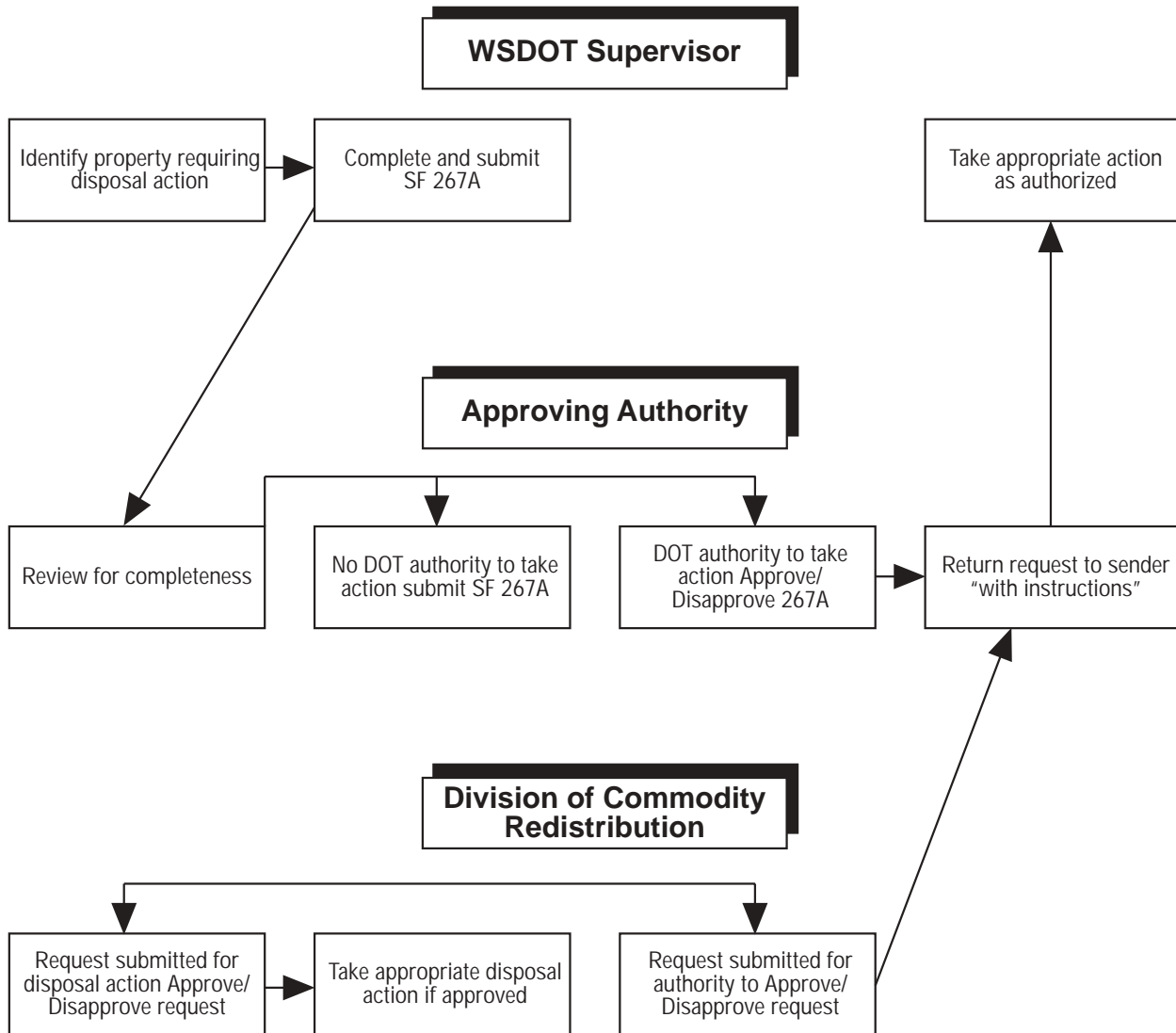
These individuals will be referred to as approving authority in the following procedures and all Property Disposal Requests will be processed through their office. They or their designee will assign the GA Authority Number for these types of dispositions.

The GA Authority Number is a six-digit number. GA uses the year as the first two digits, followed by a sequential number of four digits. It is suggested the date the disposal is approved be used to avoid conflict i.e., 06-0694 for June 6, 1994. The approving authority or his designee signs in the “Action by Inventory Control” area.

A log must be kept of all Property Disposal Requests. The log is to contain the Agency Authority Number (which is assigned in the region), a description of the items listed on the Disposal Request, and the GA authority number. The log can be manual or on your computer, as long as it is accessible for audit purposes.

It is suggested the original Property Disposal Request be kept on file for six years as OFM requires a record of fixed assets to remain on file for six years after disposal.

Material Disposal Actions



Section II — Surplus

This disposition is for items that are excess to your needs or obsolete items that no longer are of use.

Note: Transfers to other governmental agencies — RCW 47.12.066 states WSDOT has the authority to sell to other governmental agencies at fair market value. The proceeds are entered into the Motor Vehicle Fund. Therefore, if an item purchased with MVF dollars is to be sold to another agency, city, county, school district, etc., the Property Disposal Request does not need approval of DCR. The approving authority would assign the GA Authority Number in this case, referring to the RCW.

However, due to the limitation in Section 3 of RCW 47.12.066 which states “The proceeds of all sales and leases under this section shall be placed in the motor vehicle fund,” only equipment purchased by the motor vehicle fund may use this RCW as the GA Authority number, all other funds would not be applicable under this RCW and require DCR approval. This is because the proceeds realized from the sale of property by the Department of General Administration under provisions of RCW 43.19.1919 are remitted to the account from which the property was purchased (see SAAM 85.20.40). The “Motor Vehicle Fund” is a special revenue fund type and includes the following accounts: 096, 099, 108, 109, 215, 736.

Note: Transfers of less than \$500 to other state agencies — Effective June 8, 2000, RCW 43.19.1919 was modified by the legislature to allow state agencies with surplus property of less than \$500 value to transfer that asset to another state agency without charging fair market value. It also requires state agencies to maintain adequate records to comply with inventory procedures and audit requirements for those assets.

Originator — The owner of the property prepares the Property Disposal Request 267-A, according to instructions in Appendix 1, and signs the form as requester. All copies are sent to the approving authority.

Approving Authority — The Agency Authority Number* is assigned and entered in the appropriate box on the form. Ensure the address is entered where it says “From.” This should be the address of the approving authority. DCR will return their authorization number to the address listed there. The approving authority individual or their designee signs in the Action by Inventory Control area. The Agency Authority Number and description of the item(s) are entered into the log. The goldenrod copy is removed and put in a suspense file. The remaining six (6) copies are sent to DCR at 1222 46th Avenue East, TB-01, Fife, Washington 9842-7401.

*The Agency Authority Number contains six (6) digits. The first digit is the number of the region, the second digit is the letter “E” for TEF items; “C” for computers and accessories; and “A” for all other items. This is followed by a sequential number of four digits i.e., 1A1234 is for Northwest Region Motor Vehicle Fund and 1C1234 is for Northwest Region Computer Equipment.

DCR — DCR will assign a GA Authority Number, type it on the form, and return the pink copy of the form to the address listed. If approved, they will indicate on the form the manner of disposition: will pick up and sell, will sell at agency location, request agency to sell, etc.

Approving Authority — When the pink copy is received, the GA Authority Number is entered in the log book, and a copy is made to send to the originator for their information. The pink copy is then filed with the goldenrod.

DCR — When the item(s) have been sold, DCR will type the sale number and the reimbursement amount to the agency on the form. The original and canary yellow copy is sent to GA Accounting. They will generate a warrant and send the warrant and the original and canary yellow copy of the 267-A to WSDOT cashier in Accounting Services .

WSDOT Accounting — The cashier in the Accounting Services enters the dollars into the appropriate fund and sends the original and canary yellow copy back to the approving authority.

Approving Authority — File the original copy of the Property Disposal Request and returns the canary to the originating office.

Section III — Scrap or Salvage

This disposition is used for items that are damaged, broken, or unusable. **Except for scrap metal**, General Administration, Commodity Redistribution is no longer the approving authority for these items.

Originator — The owner of the property prepares the Property Disposal Request 267-A, according to instructions in Appendix 1. The requesting office should ensure that: (1) complete information is provided in the “From” section and that (2) the “Scrap or Salvage” box is checked and the requester signs the “Signature of Requester” block in the Disposal/Disposition Request section. All copies are sent to the designated approving authority for your region.

Approving Authority — The Agency Authority and GA Authority Number (a six-digit date for that day, example: 082599) is assigned and entered in the appropriate box on the form.

In the “Surplus Property Approval” section, the approving authority will check the “Request Agency Scrap” box, then sign and date this section.

The approving authority will return their completed form to the address indicated in the “From” section and the goldenrod (Agency Retention) copy is placed in a suspense file.

The remaining six copies are sent back to the requester.

Originator — Upon receiving your copies of the signed 267-A, the requester has the delegated authority to scrap the listed items. The following procedures are required:

The requester and a disinterested witness* must be present. The witness is to verify that the requested items have been destroyed to prevent further use and properly disposed. In the “Agency Disposal Certification” section, check the appropriate box for the method of disposal, then sign and date that section. The witness will sign and date the appropriate box in that section as well. A witness signature is required.

Return the original (Inventory Control) copy to the approving authority and keep at least one (Agency Final) copy on file. The other two (GA Accounting Information and Surplus Property File) copies may be discarded.

Approving Authority — Verify that all part of the form are complete, then sign and date the section titled “Action by Inventory Control.” Make the necessary entries in your log and file the original (Inventory Control) copy of the Property Disposal Request.

*Using a disinterested witness is our ultimate goal, however, this is not always practical. If a disinterested witness is not available, a coworker may sign as the witness. On the lower part of the 267-A make note of the fact that a disinterested witness was not available on this given day and initial.

Section IV — To Be Used for Parts

This disposition is for items that are to be cannibalized; parted out to repair other like equipment.

Originator — The owner of the property prepares the Property Disposal Request 267-A, according to instructions in Appendix 1 (attached), and signs the form as requester. All copies are sent to the approving authority.

Approving Authority — The Agency Authority Number is assigned and entered in the appropriate box on the form. Ensure the address is entered where it says “From.” This should be the address of the approving authority. DCR will return their authorization number to the address listed there. The approving authority individual or their designee signs in the Action by Inventory Control area.

The Agency Authority Number and description of the item(s) are entered into the log. The goldenrod copy is removed and put in a suspense file. The remaining six (6) copies are sent to DCR at 1222 46th Avenue East, TB-01, Fife, Washington 98424-7401.

DCR — DCR will assign a GA Authority Number, type it on the form; retain their two copies and return the remaining four (4) copies of the form to the address listed; approving authority.

Approving Authority — When the four (4) copies of the form are received, the approving authority enters the GA Authority Number into the log, sends the copies of the form to the originator with instructions to cannibalize the item(s) listed on the form.

Originator — The originator will cannibalize the item(s) listed on the form. This action should include the official and a witness. They are to check the appropriate box and enter the signatures in the Agency Disposal Certification area of the form. The originator retains the canary yellow copy of the form and returns the original copy to the approving authority.

Approving Authority — Files the original copy of the Property Disposal Request.

Section V — Trade-In

This disposition is used when an item is being used to get a new like item at a reduced amount.

The item being used as for trade-in and the new item must be the same thing. For instance, a chain saw cannot be used for trade-in on the purchase of a lawn mower. The cost and description of the item being purchased and the value of the item being traded in is to be stated on the Disposal Request.

Originator — The owner of the property prepares the Property Disposal Request, 267-A, according to instructions in Appendix 1, and signs the form as requester. All copies are sent to the Approving authority. A copy of the Purchase Requisition is attached, if applicable.

Approving Authority — The Agency Authority Number is assigned and entered in the appropriate box on the form. Ensure the address is entered where it says “From.” This should be the address of the approving authority. DCR will return their authorization number to the address listed there. The approving authority individual or their designee signs in the “Action by Inventory Control” area. The Agency Authority Number and description of the item(s) are entered into the log. The goldenrod copy is removed and put in a suspense file. The remaining six (6) copies are sent to DCR at 1222 46th Avenue East, TB-01, Fife, Washington 98424-7401.

DCR — DCR will assign a GA Authority Number, type it on the form; retain their two (2) copies and return the remaining copies of the form to the address listed; Approving authority.

Approving Authority — When the copies of the form are received, the approving authority enters the GA Authority Number into the log, sends the canary copy of the form to the originator, and retains the original copy of the form for their files.

Note: If a Purchase Requisition is involved, a copy of the approved Disposal Request form is to be attached before sending to the Purchase Requisition to General Administration, Office of State Procurement (OSP).

Section VI — Installed Equipment

This disposition is for items that have become permanently attached to a structure and would remain if the buildings were to be sold.

The procedure to follow is the same as Section VIII “Does not Meet Inventory Criteria.”

Section VII — Direct Transfer

This disposition is used for items within the agency where the ownership of the item is transferred from one fund to another. For example, equipment purchased with MVF 108 dollars, is deemed to be TEF equipment. This disposition would be used, thereby deleting the equipment from Fund 108 and TEF would add the equipment to their Fund 410.

Note: See Section II — Surplus for transfers to other governmental agencies.

Originator — The owner of the property prepares the Property Disposal Request 267-A, according to instructions in Appendix 1, and signs the form as Requester. All copies are sent to the approving authority.

Approving Authority — The Agency Authority Number is assigned and entered in the appropriate box on the form. In addition, the GA Authority Number is assigned and entered onto the form. The approving authority or his designee signs in the “Action by Inventory Control” area.

The form is separated and the original is retained. The canary yellow is returned to the originating office.

Section VIII — Does Not Meet Inventory Criteria

This disposition is used for fixed assets carried in a system that requires formal accountability, such as the minor capital inventory system.

Originator — The owner of the property prepares the Property Disposal Request 267-A, according to instructions in Appendix 1, and signs the form as Requester. All copies are sent to the approving authority.

Approving Authority — The Agency Authority Number is assigned. If approved, the GA Authority Number is assigned. Careful consideration is to be given before approving the items on this type of disposition. The guidelines stated in the *Fixed Assets Inventory Manual* 72-89 are to be followed. The Minor Capital Inventory Manager must be advised and in turn will advise the other regions so the item(s) can be deleted statewide.

The approving authority or his designee signs in the “Action by Inventory Control” area. The form is separated and the original is retained. The canary yellow is returned to the originating office. The pink copy is submitted to the Minor Capital Inventory Manager at the Olympia Service Center, Mail Stop 7415.

Section IX — Lost or Stolen

This disposition is used for items that are stolen. Also for items that cannot be found, such as during a physical inventory.

WSDOT Audit Office is to be notified of all lost or stolen items, pursuant to Executive Order 1026.00.

Originator — The owner of the property prepares the Property Disposal Request 267-A, according to instructions in Appendix 1, and signs the form as requester. All copies are sent to the approving authority. The information required by OFM is to be included.

OFM Manual 30.40.80 states, “A Property Disposal Request, Form 267-A, is to be completed and signed by the individual deemed to be primarily responsible for the asset as well as that individual’s supervisor. Included on the request is a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.”

Approving Authority — The Agency Authority Number is assigned and entered onto the form in the designated area. In addition, the GA Authority Number is assigned and entered onto the form. The GA Authority Number is a six (6) digit number. General Administration uses the year as the first two (2) digits, followed

by a sequential number of four digits. It is suggested the date the disposal is approved be used, i.e., 06-0694 for June 6, 1994. The approving authority or his designee signs in the “Action by Inventory Control” area.

The form is separated and the original is retained. The canary yellow is returned to the originating office.

When the form is submitted for items people cannot locate during the Minor Capital Physical Inventory, the Regional Administrator, Assistant Secretary, or Director’s signature is required as stated in the Minor Capital Manual. The pink copy is to be submitted to the Minor Capital Inventory Manager, Olympia Service Center, Mail Stop 7415.

When the form is submitted for items people cannot locate during the computer equipment physical inventory, the Regional Administrators, Assistant Secretary, or Director’s signature is required. The procedures set by the IT Administrator and Financial Center Manager are to be followed and their office notified at Mail Stop 7430 LEG.

Section X — Other

This disposition is used for a situation not covered by the previous dispositions. It is usually an “in house” adjustment of some kind, such as, a duplicate tag number.

Originator — The owner of the property prepares the Property Disposal Request 267-A, according to instructions in Appendix 1, and signs the form as Requester. All copies are sent to the approving authority.

Approving Authority — The Agency Authority Number is assigned and entered in the appropriate box on the form. In addition, the GA Authority Number is assigned and entered onto the form. The approving authority (or his designee) signs in the “Action by Inventory Control” area.

The form is separated and the original is retained. The canary yellow is returned to the originating office.

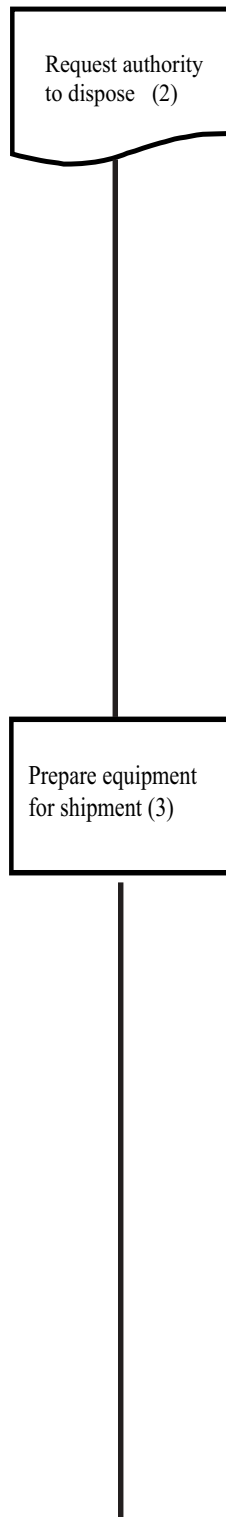
Section XI — Disposal of Surplus Computer Equipment

The procedures listed below are step-by-step actions required to dispose of surplus computer equipment. If you have computer equipment to surplus, or have questions regarding this process, please contact your headquarters or region IT office.

Identify Surplus for
disposition (1)

1. Identify surplus equipment for disposal

According to the State Surplus Office, computer related equipment includes: cables, keyboards, printers, scanners, phones, memory cards, computer casings, etc., no matter how old the technology. The Computers for Kids (C4K) program will make the determination on what they can use. Any sub-standard computer equipment that is no longer usable or not working will be disposed of by State Surplus.



2. Request authority to dispose

Your headquarters or region IT office will submit an on-line Property Disposal Request (267-A) to State Surplus. The on-line form is the only way to submit items for surplus. This form is available on-line at the State Surplus website: <http://www.ga.wa.gov/surplus/surplus>. A Login ID and Password is required to access this form. If you have questions about how to get signed up, please contact State Surplus at 253-333-4904.

Once State Surplus grants approval of the Property Disposal Request (267-A), a GA authority number and the action taken by them will be returned to the requestor by E-mail within 24 - 48 hours. In the Surplus Property Approval block the action taken by State Surplus will be found. Once this approval is received, State Surplus will make arrangements for pick-up and notification will be made by phone to schedule a pick-up date and time.

In order to ensure equity, there are to be NO DIRECT DONATIONS of surplus computer or computer related equipment to school districts outside of the process. Interested schools that would like to apply to receive surplus computer equipment will need to contact The Office of Superintendent of Public Instruction at 360-725-6384.

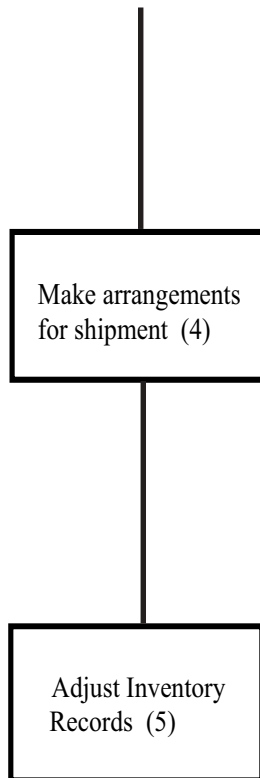
3. Prepare equipment for shipment

All surplus equipment must be palletized, shrink-wrapped, and stored in a central location established by the headquarters or regional IT manager. Stock tags (SF 49) listing the GA authority number should be attached to as much of the property as possible. If you have several like items, such as cables, memory cards etc... they can be unitized in their own container. Only one stock tag affixed to the container will suffice.

As the computer equipment is prepared for surplus, please ensure that it does not contain copies of software and that the hard drives contain only the originally installed operating system. If you have any questions concerning this policy, please contact State Surplus.

The State Surplus Property Program cannot accept computer software. Agencies that wish to dispose of computer software should check their vendor contract for the particular software to determine disposition. If such guidance is not available, the software should be scrapped. Since scrap is a delegated authority, agencies do not need to submit a 267-A, however, the agency should retain internal documentation.

Many of the computer items at State Surplus are sold to the general public. Any software or sensitive data left on a hard drive could potentially be retrieved. This can lead to conflicts with the agency's current software license agreements or result in an unauthorized individual accessing agency documents.



Remember:

- State Surplus cannot accept surplus property shipments without first receiving a completed on-line 267-A.
- Stock Tags listing the GA authority number should be attached to as much of the property as possible.

4. Make arrangements for shipment

State Surplus will pick-up surplus equipment in the Olympia, Lacey & Tumwater area. For all other areas, State Surplus will make arrangements to have surplus picked up by one of their commercial drivers. This pick-up will be done at no cost to WSDOT, as State Surplus will incur all freight charges. If you have any questions about this process, please contact Denis Gochanour at State Surplus, 253-333-4901 or E-mail at Dgochan@ga.wa.gov.

If you have any questions or experience any problems during this process, please contact Dan Castro in the Purchasing and Materials Management Office. He can be reached at 360-570-6722 or E-Mail at castrod@wsdot.wa.gov.

5. Adjust inventory records

Whenever department owned computer equipment that is included in an inventory system is deemed surplus, action must be taken to remove the items from inventory records. This action requires a Property Disposal Request (267-A) to be filled out and submitted to the appropriate inventory contact. For IT inventory please contact Jack Lindaas in the Headquarters IT office. He can be reached at 360-705-7671 or E-mail at LindasJ@wsdot.wa.gov. For the Minor Capital Inventory System, please contact Dan Castro in the Purchasing and Materials Management Office. He can be reached at 360-570-6722 or E-Mail at castrod@wsdot.wa.gov.

| | | | | | | | |
|---|----------|-------------|-----------------|--|----------------------------------|---|-----------------|
| FORM S.F. 267-A (Rev 1/86) | | | | STATE OF WASHINGTON PROPERTY DISPOSAL REQUEST | | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;"> AGENCY AUTHORITY NO. </div> <div style="border: 1px solid black; padding: 2px;"> DATE PREPARED </div> </div> <div style="width: 45%;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;"> G.A. AUTHORITY NO. </div> <div style="border: 1px solid black; padding: 2px;"> DATE PREPARED </div> </div> </div> | |
| TO: SURPLUS PROPERTY OFFICE <div style="text-align: center;">③</div> | | | | FROM: ④ | | | |
| See Instructions on Reverse | | | | | | LOCATION OF PROPERTY IF NOT SAME AS ABOVE ⑤ | |
| TO BE COMPLETED WHEN PROPERTY DISPOSAL IS REQUESTED | | | | | | TO BE COMPLETED AFTER DISPOSAL/DISPOSITION OF PROPERTY | |
| ITEM NO | QUANTITY | DESCRIPTION | ESTIMATED VALUE | FUND | FEDERAL PART | DISPOSITION | AMOUNT REALIZED |
| ⑦ | ⑧ | ⑨ | ⑩ | ⑪ | ⑫ | ⑬ | ⑭ |
| | | | | | | | |
| DISPOSAL/DISPOSITION REQUEST ⑮ | | | | | | | |
| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> SURPLUS OR EXCESS </div> <div style="width: 33%;"> <input type="checkbox"/> TRADE IN (Submit With Requisition To Surplus Property) </div> <div style="width: 33%;"> <input type="checkbox"/> DOES NOT MEET INVENTORY CRITERIA </div> <div style="width: 33%;"> <input type="checkbox"/> SCRAP OR SALVAGE </div> <div style="width: 33%;"> <input type="checkbox"/> INSTALLED EQUIPMENT (In Line) </div> <div style="width: 33%;"> <input type="checkbox"/> LOST OR STOLEN (Local Authorities Contacted) </div> <div style="width: 33%;"> <input type="checkbox"/> TO BE USED FOR PARTS </div> <div style="width: 33%;"> <input type="checkbox"/> DIRECT TRANSFER </div> <div style="width: 33%;"> <input type="checkbox"/> OTHER (Specify) _____ </div> </div> | | | | | | | |
| SIGNATURE OF REQUESTER ⑯ | | | TITLE | | PHONE NO | | DATE |
| ⑰ SURPLUS PROPERTY APPROVAL | | | | | | | |
| <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"> <input type="checkbox"/> WILL INSPECT </div> <div style="width: 25%;"> <input type="checkbox"/> WILL PICK UP AND SELL </div> <div style="width: 25%;"> <input type="checkbox"/> WILL ALLOW TRADE IN </div> <div style="width: 25%;"> <input type="checkbox"/> REQUESTS AGENCY SHIP TO SURPLUS </div> <div style="width: 25%;"> <input type="checkbox"/> REQUESTS AGENCY SELL </div> <div style="width: 25%;"> <input type="checkbox"/> WILL NOT INSPECT </div> <div style="width: 25%;"> <input type="checkbox"/> WILL SELL AT AGENCY LOCATION </div> <div style="width: 25%;"> <input type="checkbox"/> WILL REIMBURSE </div> <div style="width: 25%;"> <input type="checkbox"/> REQUESTS AGENCY SCRAP </div> <div style="width: 25%;"> <input type="checkbox"/> OTHER (Specify) _____ </div> </div> | | | | | | | |
| SIGNATURE OF SURPLUS PROPERTY OFFICIAL | | | TITLE | | PHONE NO | | DATE |
| ⑱ AGENCY DISPOSAL CERTIFICATION | | | | | | | |
| COMPLETE ONLY AFTER SURPLUS PROPERTY HAS APPROVED DISPOSAL/DISPOSITION REQUEST | | | | | | | |
| THE ITEMS ABOVE HAVE BEEN DISPOSED OF IN THE FOLLOWING MANNER <input type="checkbox"/> BURNED <input type="checkbox"/> BURIED <input type="checkbox"/> SMASHED <input type="checkbox"/> ABANDONED <input type="checkbox"/> OTHER (Specify) _____ | | | | | | | |
| SIGNATURE OF AGENCY OFFICIAL | | | DATE | | SIGNATURE OF WITNESS TO DISPOSAL | | DATE |
| ⑲ ACTION BY INVENTORY CONTROL | | | | | | | |
| REQUESTED INVENTORY DISPOSITION | | | SIGNATURE | | TITLE | | DATE |
| <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | | | | | | | |
| INVENTORY CONTROL | | | | | | | |

Section 1 — Property Disposal Request (SF 267-A)

A. Form Use

This form is the instrument used in disposal action requests. It is used to initiate a disposal action as well as to provide a record of action taken. A separate document is necessary for each item when disposing of rolling stock.

B. Form Entries

| Item Number | Position Name | Action |
|----------------|------------------------------------|--|
| ① | Agency Authority No. | This number is assigned by the region, usually by the supply person or the accounting office. The number is a unique, sequential number incremented from the previous form submitted. It is a six- (6-) digit number. The first number is the region, followed by: the letter "E" for TEF E-1 items; the letter "C" for all computers and associated accessories; and the letter "A" for all other items. Then a four- (4-) digit sequential number, i.e., IE0025 would be the 25th document in the Northwest Region for TEF equipment. Number 1C0025 would be the 25th document for computer equipment in the Northwest Region. |
| ② | Date Prepared | Enter the date originator prepares the form. |
| ③ | To: Surplus Property Office | <ul style="list-style-type: none"> • If one of the first four dispositions (surplus; scrap; used for parts or trade-in) is used, the address of Department of General Administrative, Division of Commodity Redistribution (DCR) is to be entered. This address is: 1222 46th Avenue East, MS: TB-01, Fife, WA 98424-7401. • If one of the other dispositions (transfer; doesn't meet inventory criteria, lost or stolen, or other) is used — leave the address blank and send the form to the supply officer or Inventory Agent, for MVF 108 and Marine items. <p>For the Olympia Service Center and Aviation, this is the Purchasing and Inventory Division of Administrative Services, MS 7415.</p> <p>For Transportation Equipment Fund (TEF) items, the form is sent to the Regional Equipment Manager.</p> |

| Item Number | Position Name | Action |
|-------------|--|--|
| | | For computers and associated equipment, the form is to be sent to the Regional D.P. Coordinators. |
| ④ | From | The address to which approval is to be sent is entered in this field. This should be the address of the regional approving authority. These are: Regional Supply Office for MVF, the Materials Management, Manager for WSF, the Equipment Manager for TEF, and the MIS Administration and Financial Center Manager for computers and associated items. |
| ⑤ | Location of Property If Not Same As Above | Enter the exact location of the property, such as room number or section of yard where items are stored. |
| ⑥ | G.A. Authority Number | This is the approval number received from the Department of General Administration, Division of Commodity Redistribution (DCR) or the Agency Approving authority. This is a six- (6-) digit number. |
| ⑦ | Item No. | Enter a sequential number corresponding to the particular item entered in the Description field. |
| ⑧ | Quantity | Enter the quantity of each item for which disposal action is requested. |
| ⑨ | Description | Enter a brief description of the item, including its condition, size, etc. For TEF equipment, computers and minor capital items enter the tag and serial numbers, if applicable. |
| ⑩ | Estimated Value | Enter the best estimate of the fair market value of the item. |
| ⑪ | Fund | Enter the fund that purchased the item. |
| ⑫ | Federal Participation | Enter the percentage of federal participation, if any, in the purchase of the item. Enter "0" if no federal participation is involved. |

| Item Number | Position Name | Action |
|------------------------|--|--|
| ⑬ | Disposition | This field is for DCR use. |
| ⑭ | Amount Realized | DCR will enter the amount DOT will be reimbursed from the sale of the item. |
| ⑮ | Disposal/Disposition | Enter and 'X' in the appropriate box. |
| ⑯ | Signature of Requester | The individual requesting the disposal of the item is to sign here. |
| ⑰ | Surplus Property Approval | The DCR representative will check the appropriate box and sign the form when assigning the GA Authority Number. |
| ⑱ | Agency Disposal Certification | When authorization has been given to scrap items, this area is completed and signed by the individual and a witness that "scrapped" the item(s). |
| ⑲ | Action by Inventory | The approving authority individual listed above approves or disapproves the disposal action and signs the form in this area. |

The following briefly outlines the general distribution scheme for the “Property Disposal Request,” SF 267A, from a Department of Transportation viewpoint. The form routing may take any of several paths depending upon the disposal action concerned. State Form 267A must be submitted when disposing of any state property.

General Plan:

- | | |
|--------------------------------|---|
| Originating Office | 1. Forward all copies to the approving authority. A reproduced copy is retained for suspense file. |
| Approving Authority | 2. Retain copy 7 (goldenrod) as a suspense copy and forward remaining copies to DCR. Ensure Certificate of Title and Registration Certificate are attached for TEF rolling stock. Ensure Purchase Requisition accompanies requests for trade-in, when applicable. |
| Property Redistribution Office | 3. Return copy 2 (pink) to the approving authority upon receipt noting approval/disapproval of action to be taken, and Department of General Administration Authority Number. |
| | 4. After disposal action is completed, copy 3 (yellow) is to be returned to the originating office as a final record copy. (Its variable routes to the originating office are outlined below.) |
1. Surplus Material
- | | |
|---------------------------------|--|
| Commodity Redistribution Office | 1. After taking disposal action and receiving purchaser’s remittance, return copy 1 (white) and copy 3 (yellow) with payment to Accounting Services. |
| Accounting Services | 2. Forward both copies to the approving authority. |
| Approving Authority | 3. Forward copy 1 (yellow) directly to the originating office as final record copy, after recording dollars received for the material. |
2. Scrapping (Destruction or Abandonment)
- | | |
|---------------------------------|--|
| Commodity Redistribution Office | 1. Since “Agency Disposal Certification” block on SF 267A is to be completed, return copies 1, 2, 3, and 4 to the approving authority. |
| Approving Authority | 2. Forward all copies to originating office. |

Form Preparation

- | | |
|--|---|
| Originating Office | 3. Sign and date in the Agency Disposal Certification area. Retain yellow copy and return white to approving authority. |
| 3. Other: Items that have been lost or stolen, destroyed by fire, that have duplicate tags, that do not require a state inventory tag, or that require retagging. | |
| Originating Office | 1. Forward all copies to the approving authority. A reproduced copy is retained for suspense file. |
| Approving Authority | 2. Approve/disapprove disposal request, assign General Administration authorization number. Log in. Distribute. Keep copy 1 and return yellow copy (3) to originating office. |

6:P:DPPM

Section 1 — Definitions

Cannibalizing — To salvage the useful parts of destroyed or old, worn equipment for use in other units to keep them in service.

Commodity Code Number — A ten- (10-) digit number assigned to a consumable inventory item (commodity) or a seven- (7-) digit number for a minor capital item that uniquely describes the item.

Commodity Master File — Statewide computer file of different commodities maintained by the state Purchasing Division.

Conversion of Maintenance Stores — Placing maintenance stores inventory items on the supplies inventory system.

Cost of Buying — Dollar cost associated with purchase of inventory; includes cost of stationery supplies, postage, telephone, forms, inspection, and other direct costs; excludes indirect costs such as lights, depreciation, maintenance of warehouse area, and salaries of warehouse personnel.

Cost of Possession (Carrying Costs) — Dollar cost associated with having an inventory item in storage or possession. Annual cost of possession associated with inventory in the Washington State Department of Transportation (WSDOT) is estimated at 17.5 percent of the value of the inventory items in storage.

Critical Item — Inventory item that would create a serious problem in a particular operation if a need arose for the item and there were none available in inventory.

Deterioration — Degradation of quality. Inventory items have different life spans while being kept in storage. The rate of deterioration (shelf life) for bolts is different from camera film.

Discounts — Reduction in unit price due to quantity buying. Usually, the larger the volume purchased, the larger the discount received from the vendor.

Disposal Procedures — These procedures cover the sale to other government agencies, political subdivisions, or sale to general public; trade-in, cannibalizing, and scrapping personal property.

Excess Material — An amount or quantity greater than is necessary, desirable, usable; too much; more than usual; extra. An amount greater than eighteen (18) to twenty-four (24) months supply when used at a normal usage rate.

Gas, Diesel, and Oil — This inventory includes, but is not limited to, gasoline, diesel, and lubricants. Part of transportation equipment fund stores.

Inventory Control Points (ICP) — Inventory locations within the districts that are key or pivotal points in the control and management of inventory. These locations are given a unique number which consists of four (4) positions: the first three (3) positions are numeric and the fourth (4) is alpha which identifies the type of material.

Inventory Control Point Master Directory — Director of inventory control points generated by computer. Computer print-out labeled as R84101A.

Kardex Cards — Records maintained at various inventory sites to give detailed information about movement of inventory items. These records are no longer used. They have been completely replaced by the supplies inventory system.

Lead Time — Time interval from point in time where item has been ordered to point in time when item is received by the requestor.

Lead Time (Automated Contract State Purchasing Division) — Time interval from point in time when item is ordered until point in time when item is received by requestor. Use a fifteen- (15-) day time factor when processing a purchase requisition through the automated contract system of the state purchasing division plus a lead time factor to cover vendor delivery time.

Lead time (Competitive Sealed Bid Through State Purchasing Division) — time interval from point in time when item has been ordered to point in time when item is received by requestor. Use a forty-five (45) day time factor when processing a requisition through the competitive sealed bid and quoting procedure, plus a time factor determined from past delivery records to cover vendor delivery time.

Lead Time (Manual Contract Administered by WSDOT) — Time interval from point in time when item has been ordered to point in time when time is received by the requestor. Use a seven- (7-) day time factor when processing a field order issued directly to the vendor.

Maintenance Stores — This stores inventory includes, but is not limited to, lumber, paints, road oil, signs, steel, cable, rope, chemical compounds, culvert, tile, engineering supplies, traffic signals, illuminations parts, guardrail, hardware, sign material, survey stakes, or tools. Exclusions include gas and oil supplies

Minor Capital Nonexpendable Property — Includes, but is not limited to, nonexpendable property with all of these characteristics: an initial cost of \$1,000 or more; a life expectancy greater than one (1) year; an identity which allows repeated use without material change in physical condition; desirable nature; or otherwise meets the preceding characteristics. Also included, are major items of office equipment; items which bear manufacturers' serial numbers; and other specially designated items costing \$300 or more. Excluded are items permanently installed or affixed to a building or other major facility.

Obsolete Item — An item that is no longer in use due to technological advancements in like products; discarded; out-of-date; or it has not been issued for twenty-four (24) months. The item may be of use to a less technically advanced user.

Order Point — Point in time when inventory items should be reordered to prevent inventory stock from being depleted.

Order Quantity — Amount of inventory stock to be ordered upon reaching the order point.

Order Factor — An accepted convenient unit of measure that is usually placed on order forms.

Physical Inventory Tolerance — This parameter is expressed as a percent, quantity, or value and is the amount of plus or minus variation allowed between the inventory records and the inventory actually counted during a physical inventory.

Safety Stock — Inventory items available at the point in time when the ordered commodities are received.

Shelf Life — The length of time an inventory item can be kept in storage without any significant loss in usefulness as originally intended.

Stockpiles — This inventory includes, but is not limited to, sand, riprap, aggregate, gravel, and top soil.

Storage Space — Space required to store a reasonable supply of inventory items.

Surplus — A surplus item is a quantity or amount over and above what is needed or used; something left over; an amount of serviceable material which is greater than eighteen (18) to twenty-four (24) months supply when used at a normal usage rate.

Stores Turn-over Period — Time between ordering and issuing of inventory items. A turn-over period for maintenance stores items of one (1) year or less is a WSDOT goal in the management of maintenance stores inventory.

Transfer of Material — To convey, carry, remove, or send from one place to another. To move material from one store (inventory control point) to another for subsequent issue to a user.

Transportation Equipment Fund Stores — This inventory includes, but is not limited to, light and heavy vehicles and equipment parts, anti-freeze, tires, tubes, standard hardware used in the maintenance and repair of equipment, welding rods, grader blades, cable and the gas, diesel and oil inventory. Excludes maintenance stores.

Unit Packaging — Convenient unit used in packaging such as one (1) dozen, four (4) pints, or any other measure.

Unit Price — The cost per unit of stock. Unit is any convenient measure such as dozen, gallon, pint, or any fixed quantity, amount, measure, etc., used as a standard.

Unserviceable — Items of inventory which are not useful or usable, or will not give good service for the purpose originally intended.

Vendor — Person or company providing services or materials to WSDOT.

Section 2 — Disposal Authorities Status

This appendix lists the status of disposal authorities granted to WSDOT by statute or by the Department of General Administration.

This table summarizes the types of authorities granted and the general classes of inventory to which they apply. In the table, the symbol “X” indicates that the department has authority to pursue disposal action involving other governmental agencies. The symbol “Y” indicates that authority to deal with the public (private individuals and organizations) has been granted. The column headed “G.A. D.C.R.” indicates that the Division of Redistribution of the Department of General Administration has been granted statutory authority to dispose of all classes of inventory. This statutory authority may, in certain cases, be delegated to this department. The Inventory Manager, Purchasing and Inventory, will request delegations of authority for WSDOT.

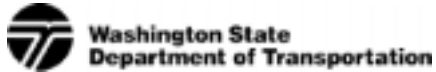
WSDOT Disposal Authorities Summary

| | Statutory Authority | Blanket Authority | Specific Authority | G.A. D.C.R. Disposal |
|-------------------------------|--------------------------|----------------------|-----------------------|----------------------------|
| Maintenance Stores | Surplus X Obsolete | | | X Y |
| Signs (RAP) | X | | | X Y |
| Direct Exchange of Worn Parts | Y | | | X Y |
| TEF | X | | X Y | XY |
| Minor Capital Nonexp Prop | X | | | X Y |
| Aggregates and Minerals | X | | | X Y |
| Pit and Quarry Raw Materials | X | | | X Y |
| Deleting Lost or Stolen Items | X | | | X Y |
| Cannibalizing | | | | X Y |
| Scrapping | | | | X Y |
| Trade-in | | | | X Y |

“X” — Government Agencies

“Y” — Private Parties

Section 3 — Executive Order



Executive Order

Number: E 1026.00

/s/ Douglas B. MacDonald
Secretary of Transportation

Date: May 12, 2003

Loss of Public Funds or Property Notification Requirements

I. Introduction

A. Purpose

The purpose of this Executive Order is to inform all Washington State Department of Transportation (WSDOT) employees of the requirements for reporting the loss of public funds or state property.

B. Supersession

This Executive Order supersedes Instructional Letter IL 18-10, *Notification of Loss of Public Funds or Property*, dated February 25, 2001.

C. References and Basis of Authority

1. Office of Financial Management, *State Administrative and Accounting Manual* (SAAM) 20.30.20 and 30.40.80
2. RCW 43.09.185, Loss of Public Funds
3. *Disposal of Personal Property Manual* M 72-91
4. *Capital Assets Inventory Manual* M 72-89
5. *Consumable Inventory System Manual* M 72-90

Any revisions to the above are automatically incorporated by this reference.

**Loss of Public Funds or Property Notification Requirements Executive Order E 1026.00
May 12, 2003**

II. Rules

A. Employees Report to WSDOT Audit Office

Employees must report any suspected or known loss of public funds or assets to the WSDOT Audit Office as soon as discovered.

Employees must complete a follow-up Crime/Loss Report (WSDOT Form 134-210 EF), required by the Office of Financial Management (OFM), and send it to the WSDOT Audit Office.

B. WSDOT Audit Office Report to State Auditor

In compliance with RCW 43.09.185, the WSDOT Audit Office will act on behalf of the department by reporting any known or suspected losses of public funds or assets to the State Auditor's Office. The WSDOT Audit Office is the liaison between the department and other state agencies requiring notification.

C. WSDOT Audit Office Coordinates Responsive Action

In compliance with Office of Financial Management's SAAM 20.30.20, the Director of Audit, in conjunction with the Assistant Secretaries and Region Administrators, will coordinate responsive action with the Attorney General's Office and the State Auditor's Office.

III. Procedures

A. Loss of Public Funds or Assets

Report any loss of public funds or assets to the WSDOT Audit Office (360) 705-7003 as soon as discovered by any WSDOT employee.

In the event of a suspected criminal act, **immediately** contact the Washington State Patrol or Local Law Enforcement.

B. Crime/Loss Report Completed

The employee is required to follow up by completing a Crime/Loss Report WSDOT Form 134-210 EF, and forwarding it to the WSDOT Audit Office. **The instructions for completing the report are included with the form. For assistance, please contact the WSDOT Audit Office at (360) 705-7003.**

When applicable, attach a copy of the police report to the Crime/Loss Report WSDOT Form 134-210 EF.

**Loss of Public Funds or Property Notification Requirements Executive Order E 1026.00
May 12, 2003**

C. Property Disposal, Minor Capital Add/Change

A property Disposal Request, (State Form 267-A), and/or a Minor Capital Add/Change (WSDOT Form 721-001 EF) may need to be completed. The 267-A is available electronically under State Forms, with brief instructions. The 721-001 is available electronically under WSDOT forms. Please refer to the following manuals to determine whether either form is required:

1. *Disposal of Personal Property Manual M 72-91*
2. *Capital Assets Inventory Manual M 72-89*
3. *Consumable Inventory Manual M 72-90*

For more information: If you have questions about either the 267-A or the 721-001, contact the Finance and Administration Division, Administrative Services, Purchasing and Materials Management, Inventory Branch, at (360) 570-6720.

D. Audit Office Processes Crime/Loss Report

Upon receipt of the Crime/Loss Report, WSDOT Audit Office will complete necessary procedures required by the Office of Financial Management's SAAM 20.30.20 and 30.40.80, and determine whether further review will be necessary.

V. Appendix

A. WSDOT Form 134-210 EF, "Crime/Loss Report" and Instructions

Alternate Formats: Persons with disabilities may request this information be prepared and supplied in alternate formats by calling the WSDOT ADA Accommodation Hotline collect 206-389-2839. Persons with hearing impairments may access WA State Telecommunications Relay Service at TT 1-800-833-6388, Tele-Braille 1-800-833-6385, or Voice 1-800-833-6384, and ask for connection to 360-705-7097.

S.F. 267-A, "Property Disposal Request"

Instructions for S.F. 267-A Property Disposal Request

Requesting Agency

1. Prepare Property Disposal Request (S.F. 267-A).
If the property is to be traded in on replacement purchased by the State Purchasing Division, attach the Purchase Requisition (Form a 15) to the Property Disposal Request.
2. Retain Goldenrod copy.
3. Forward remaining copies to Surplus Property Office.

Surplus Property Office

4. Review Property Disposal Request
5. Indicate action to be taken.

If Surplus Property Office is to dispose of property:

6. Return Copy 2 to requesting agency.
7. Take disposal action.
8. Complete and return 3rd copy to requesting agency.
Identify disposal action taken and amount received for sale of items.

If requesting agency is to dispose of property:

Requesting Agency

6. Return copies 1, 2 and 3 to requesting agency.
7. Take disposal action.
8. Complete Agency disposal Certification.
9. Return copy 4 to Surplus Property Office.

Appendix 2

Form 134-210, "Crime Loss Report"



**Washington State
Department of Transportation**

Crime/Loss Report For State Resources Only

| Report Information | | | | | | | |
|--|------|---------------------------------------|--|-------------------------------------|------------|---|-----------------------------------|
| <input type="checkbox"/> Initial Report <input type="checkbox"/> Supplemental to Report No. _____ | | | | | | | |
| Reported to Law Enforcement? <input type="checkbox"/> No <input type="checkbox"/> Yes Report No. _____ <i>If yes, fill in Report No. and attach a copy to this form.</i> | | | | | | Audit Control No. (Assigned by Audit Office) | |
| Name and Location of Law Enforcement Office | | | | | | Reporting Office Control No (WSF Use) | |
| Reporting Office | | Org Code (6-digit) | Address of the Reporting Office | | | Reporting Office Phone No. () <i>(INCLUDE AREA CODE)</i> | |
| Incident Information | | | | | | | |
| Discovered By | | Location of Incident / Org Code | | | Date | Time <input type="radio"/> AM <input type="radio"/> PM | |
| Brief Summary of Incident | | | | | | | |
| Description of Property (Stolen, Lost, Missing, Damaged) | | | | | | | |
| Item No. | Qty. | Description and Commodity Code No. | Status* | Complete Information Below if Known | | | Value (Estimate Orig. Cost) |
| | | | | Inventory/ TEF No. | Serial No. | Org. Code | |
| | | | <input type="checkbox"/> I <input type="checkbox"/> N <input type="checkbox"/> T <input type="checkbox"/> M | | | | |
| | | | <input type="checkbox"/> I <input type="checkbox"/> N <input type="checkbox"/> T <input type="checkbox"/> M | | | | |
| | | | <input type="checkbox"/> I <input type="checkbox"/> N <input type="checkbox"/> T <input type="checkbox"/> M | | | | |
| | | | <input type="checkbox"/> I <input type="checkbox"/> N <input type="checkbox"/> T <input type="checkbox"/> M | | | | |
| *Status Legend: I = Inventory N = Non-inventory T = TEF M = Minor Cap C = Consumable | | | | | | | |
| Acknowledgement | | | | | | | |
| Crime/Loss Report Prepared By (Print Name) | | | | Crime/Loss Report Reviewed By | | | |
| Office | | | | Position | | | |
| Signature | | | Date | Date | | | |

DOT Form 134-210 EF
Revised 1/2001

Form 134-210, "Crime Loss Report"

Instructions for Completing the Crime/Loss Report

Please note: This report should *not* be used for recording the loss of private property or rental equipment. In those cases, please call the WSDOT Risk Management Office, Claims Administration at 360-753-2101.

Please fill out the form as completely as possible. If you do not know specific information being requested, leave the section blank and submit the report to ensure timely reporting. If you need assistance please call the WSDOT Audit Office.

Report Information

| | |
|--------------------------------------|--|
| Initial / Supplemental Report | Mark the appropriate box to indicate if this is an initial report or a supplemental report. Supplemental reports may be used to record any further developments or change in the status of the initial report (e.g., recovery, restitution, property found). |
| Law Enforcement Report No. | Mark the appropriate box to indicate if it was investigated by a police agency. If yes, then obtain the number of the police report and record that number in this block. Also, attach the report to this form. |
| Audit Control No. | Leave blank. This number will be assigned by the Audit Office. |
| Reporting Office Control No. | This is for WSF use only. |
| Reporting Office | Record your office name. |
| Org. Code | Record your 6-digit org. code. |
| Address | Record the street address of the reporting office. |
| Phone | Record the telephone number of the reporting office including area code. This is important so we may contact you for further details. |

Incident Information

| | |
|---------------------------------------|---|
| Discovered By | The person who discovered the loss or crime. |
| Location of Incident/Org. Code | Record the actual location of the incident and the org. code responsible for providing crime loss information. Also, indicate the time and date the loss was discovered, and who discovered it. |
| Description of Incident | Provide a brief description of what happened (and, if known, when .) |

Description of Property (Stolen, Lost, Missing, Damaged)

| | |
|--------------------------------|--|
| Description of Property | Record the appropriate information in each block provided. It is very important that all blocks be completed. We need complete information for input. |
| Status | Record the status of the property, i.e., did it belong to Inventory, Noninventory, TEF, Minor Cap. or Consumable . Please mark the appropriate box with an "X". Note: a Property Disposal Form SF 267-A may be required. |

Acknowledgement

| | |
|---------------------------|--|
| Report Prepared By | The person who completes and fills in the report should sign it and record the location of the place where the report is being made. |
| Report Reviewed By | The person signing the approval should be the immediate supervisor of the person who completed and turned in the report. |

Please send the original to the WSDOT Audit Office in Olympia. The approving authority should keep a copy for their file.

If there is a criminal act suspected in the loss, please phone the local law enforcement agency and the WSDOT Audit Office in Olympia **immediately** at 360-705-7003.

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